Training Manual for Full Access Users

Bay . Genesee . Huron . Lapeer . Midland . Saginaw . Sanilac . Shiawassee .Tuscola

Region 4 MCIR

Michigan Care Improvement Registry

Help Desk 1-888-217-3903

A guide for immunization providers on how to use the MCIR web.

9-2012

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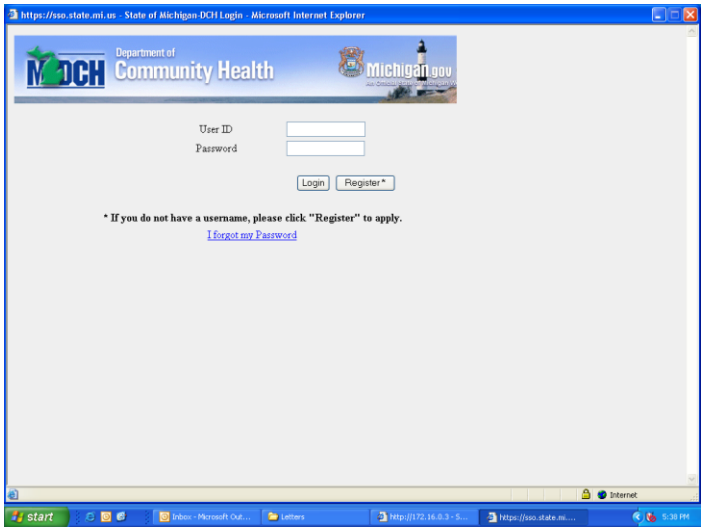
Accessing MCIR



1. Open your internet access and type in one of the following web addresses: https://sso.state.mi.us (goes directly to Single Sign-On) or www.mcir.org

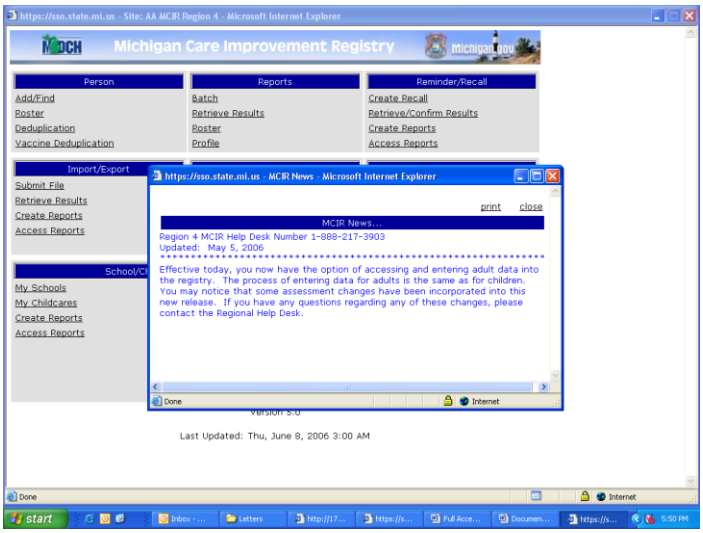
2. If visiting www.mcir.org, click on the SSO Login link on the opening screen.

3. Enter your User ID and Password and click the Login button (do not click on Register). The next screen you should see is the DCH Application Portal.

4. Make sure the correct name is listed next to WELCOME on the portal screen.

5. Click on the Michigan Care Improvement Registry link to enter the MCIR application.

6. If MCIR is not listed as an option or if the name listed is incorrect, please call the Regional Office for assistance before going further.


Michigan Care Improvement Registry
Person
Add/Find
Roster
Deduplication
Vaccine Deduplication
Reports
Batch
Retrieve Results
Roster
Profile
Reminder/Recall
Create Recall
Retrieve/Confirm Results
Create Reports
Access Reports
Import/Export
Submit File
Retrieve Results
Create Reports
Access Reports
My Schools
My Childcares
Create Reports
Access Reports
https://sso.state.mi.us - MCIR News - Microsoft Internet Explorer
print
close
MCIR News...
Region 4 MCIR Help Desk Number 1-888-217-3903
Updated: May 5, 2006
Effective today, you now have the option of accessing and entering adult data into the registry. The process of entering data for adults is the same as for children. You may notice that some assessment changes have been incorporated into this new release. If you have any questions regarding any of these changes, please contact the Regional Help Desk.
Last Updated: Thu, June 8, 2006 3:00 AM

7. Once logged into MCIR, the news screen will pop-up. Click on the print link to make a copy, or click close to exit the news. If it doesn't pop-up you will need to disable a popup blocker. Pop ups must be allowed for full MCIR functionality. Note: the date at the top of the news-screen always reflects the last time the information was updated

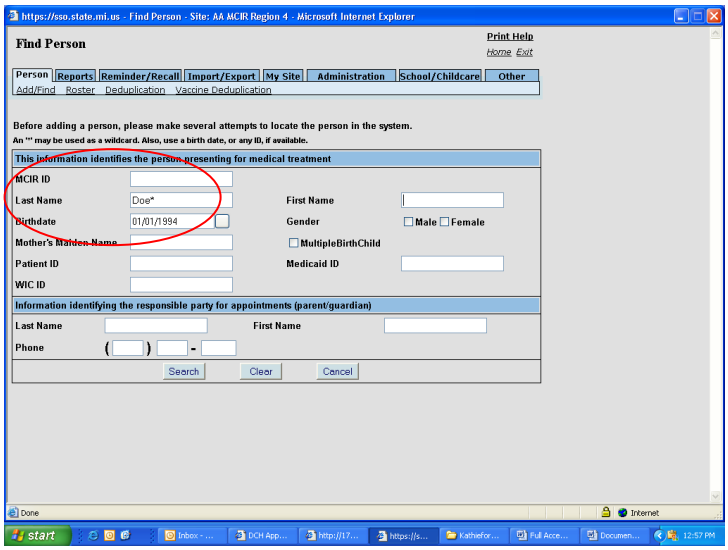
8. You can click on the print link to make a copy of the news-screen contents, or click close to exit the news-screen and view the MCIR home screen.

Finding a Person

1. The Home screen of MCIR shows various boxes containing links to do various tasks.

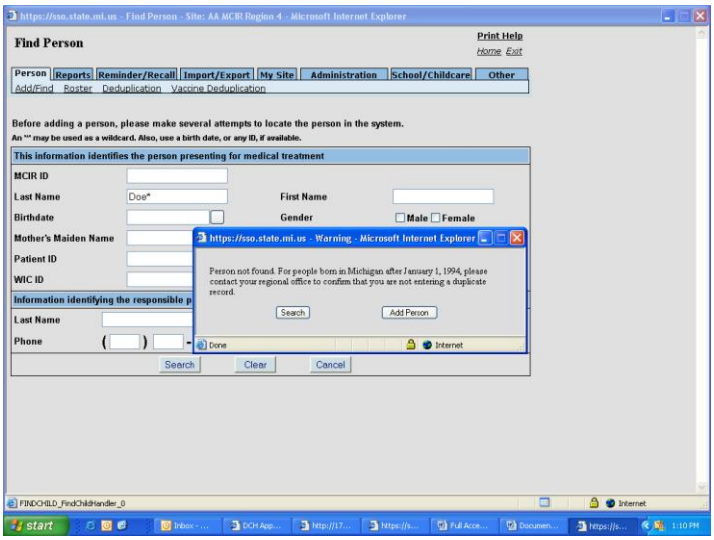
2. To search for a person, users should click Add/Find in the Person box. People born in a Michigan hospital on or after January 1, 1994 to the present should have a record in the MCIR.

When searching for a person, use the person's legal first & last name *as it appears on the birth certificate*.



3. Begin the search by using two search criteria, either last name or first name and birth date (the date of birth is a mandatory field). Once search criteria are entered, click Search.

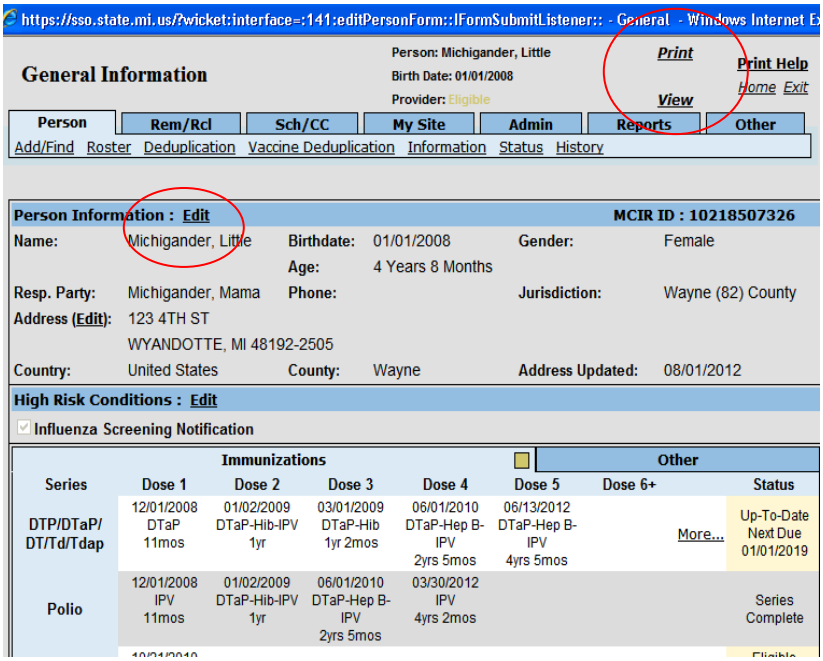
4. If there is more than one person in MCIR with the same name and birth date a "browser" feature will appear with a list of names to choose from. If your search is not successful a "*please refine your search*" message will appear. Search again using other criteria. If the search is still unsuccessful the option to add a person box will appear.

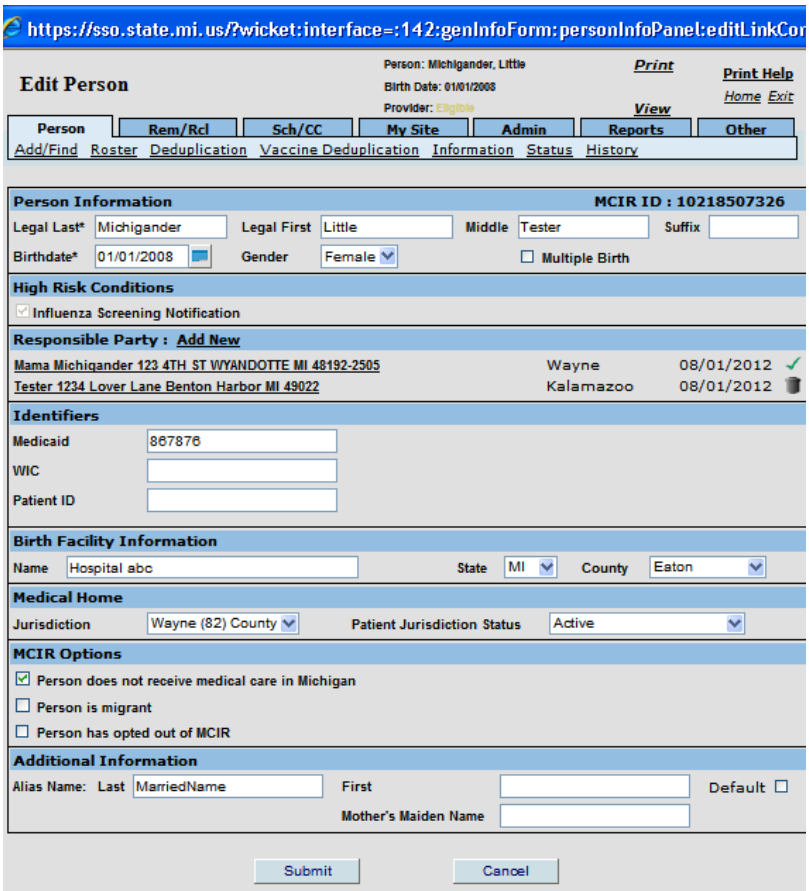


5. A wildcard **(*)** feature is available in the first and last name search fields. If a person can't be found on the first search, an asterisk **(*)** can be added to a partial spelling of a person's first or last name to help with a search.

6. DO NOT add a person to MCIR born in Michigan as of January 1, 1994 until the Regional Office has been contacted to complete a more detailed search.

The General Information Page





1. The first page seen in a person's record is the General Information page. This pulled. This screen also provides a brief view of the person's immunization status.
2. Print a MCIR record for this person by clicking on the Print or View options at the top of the screen.

3. Review and/or update the following items while on the Information Page by clicking on the **Edit** link:

    - Person's responsible party name, address, phone number, and county of residence
    - Person's alias name (put alternate names in the alias fields then click the Submit button at the bottom of the page). The alias name, once entered can

4. Review the MCIR Options at the bottom of the Edit Person screen and Under Patient Status.

    - ***Person does not receive medical care in Michigan*** - check if the person is moving out of state
    - ***Person is Migrant*** - check if a person is a migrant or a child's parents are migrant workers
    - ***Use Alias Name on Reports*** – Check the default to print records or send mailings under alias names

5. Once the general information has been changed (if needed), click the Submit button at the bottom of the page. Click the "Unlock Person" button to close a record and return to the Find a Person page or to review immunizations needed.

The General Information Immunization Display Section

1. The Status column identifies vaccines due now, future vaccine due dates and other information, such as complete vaccine series and immunity to chicken pox. **Whenever possible, follow the "Recommended" schedule for administering shots.**

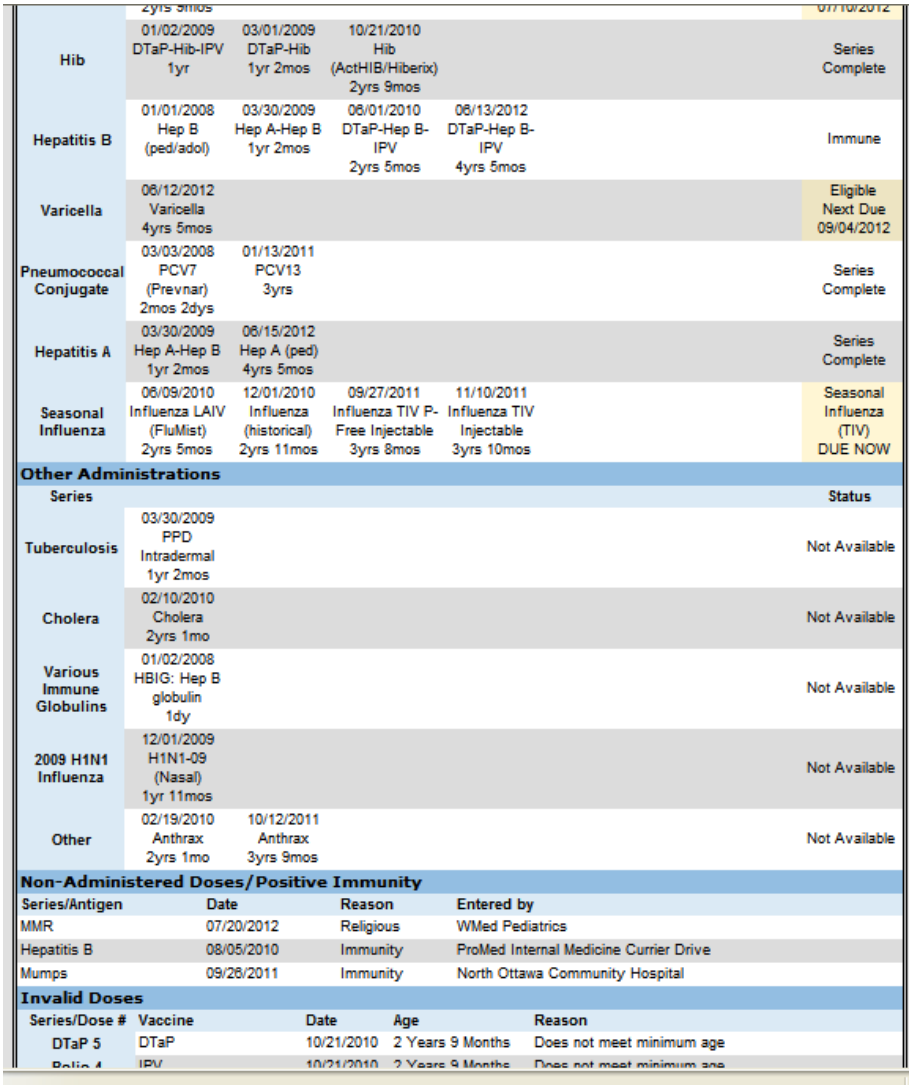
2. The immunization tab is color coded, indicating:

- Pink - shots are overdue and should be administered today if possible
- Yellow– the person is eligible to receive shots based on the accelerated date (**follow recommended dates whenever possible**)
- Blue - shots are up-to-date, review recommended dates for future doses

3. Other Administrations displays vaccine series that are not usually recommended for the age range, displaying shots given if available. The status will indicate that it is not available

4. Reported Vaccine Non-Administrations are found at the bottom of the page (reasons for non administration include waivers, titers, or documented immunity to Varicella

5. Invalid doses are displayed at the bottom of the screen



	2yrs 5mos				07/10/2012
Hib	01/02/2009 DTaP-Hib-IPV 1yr	03/01/2009 DTaP-Hib 1yr 2mos	10/21/2010 Hib (ActHIB/Hiberix) 2yrs 9mos		Series Complete
Hepatitis B	01/01/2008 Hep B (ped/adol)	03/30/2009 Hep A-Hep B 1yr 2mos	06/01/2010 DTaP-Hep B-IPV 2yrs 5mos	06/13/2012 DTaP-Hep B-IPV 4yrs 5mos	Immune
Varicella	06/12/2012 Varicella 4yrs 5mos				Eligible Next Due 09/04/2012
Pneumococcal Conjugate	03/03/2008 PCV7 (Prevnar) 2mos 2dys	01/13/2011 PCV13 3yrs			Series Complete
Hepatitis A	03/30/2009 Hep A-Hep B 1yr 2mos	06/15/2012 Hep A (ped) 4yrs 5mos			Series Complete
Seasonal Influenza	06/09/2010 Influenza LAIV (FluMist) 2yrs 5mos	12/01/2010 Influenza (historical) 2yrs 11mos	09/27/2011 Influenza TIV P-Free Injectable 3yrs 8mos	11/10/2011 Influenza TIV Injectable 3yrs 10mos	Seasonal Influenza (TIV) DUE NOW

Other Administrations

Series					Status
Tuberculosis	03/30/2009 PPD Intradermal 1yr 2mos				Not Available
Cholera	02/10/2010 Cholera 2yrs 1mo				Not Available
Various Immune Globulins	01/02/2008 HBIG: Hep B globulin 1dy				Not Available
2009 H1N1 Influenza	12/01/2009 H1N1-09 (Nasal) 1yr 11mos				Not Available
Other	02/19/2010 Anthrax 2yrs 1mo	10/12/2011 Anthrax 3yrs 9mos			Not Available

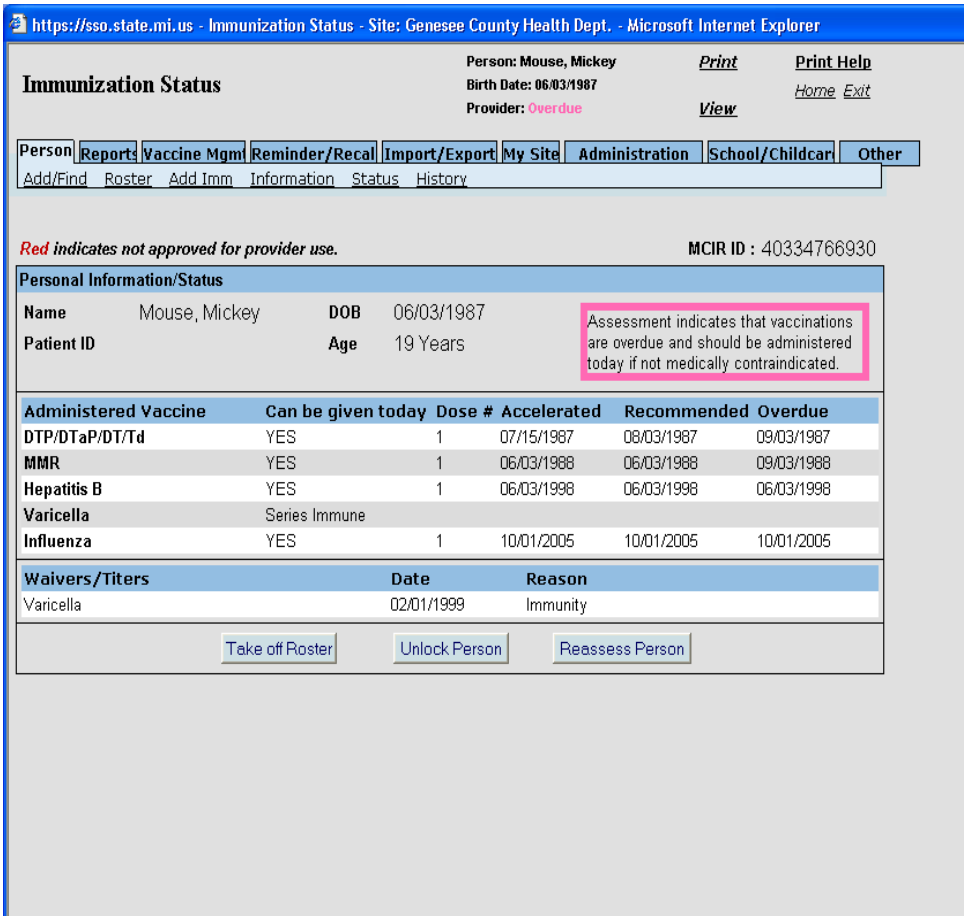
Non-Administered Doses/Positive Immunity

Series/Antigen	Date	Reason	Entered by
MMR	07/20/2012	Religious	WMed Pediatrics
Hepatitis B	08/05/2010	Immunity	ProMed Internal Medicine Currier Drive
Mumps	09/26/2011	Immunity	North Ottawa Community Hospital

Invalid Doses

Series/Dose #	Vaccine	Date	Age	Reason
DTaP 5	DTaP	10/21/2010	2 Years 9 Months	Does not meet minimum age
Polio 4	IPV	10/21/2010	2 Years 9 Months	Does not meet minimum age

The Immunization Status Page


https://sso.state.mi.us - Immunization Status - Site: Genesee County Health Dept. - Microsoft Internet Explorer
Immunization Status
Person: Mouse, Mickey
Birth Date: 06/03/1987
Provider: Overdue
Print
Print Help
Home Exit
View
Person Reports Vaccine Mgmt Reminder/Recal Import/Export My Site Administration School/Childcar Other
Add/Find Roster Add Imm Information Status History
Red indicates not approved for provider use.
MCIR ID : 40334766930
Personal Information/Status
Name Mouse, Mickey
DOB 06/03/1987
Patient ID
Age 19 Years
Assessment indicates that vaccinations are overdue and should be administered today if not medically contraindicated.
Administered Vaccine | Can be given today | Dose # | Accelerated | Recommended | Overdue
DTP/DTaP/DT/Td | YES | 1 | 07/15/1987 | 08/03/1987 | 09/03/1987
MMR | YES | 1 | 06/03/1988 | 06/03/1988 | 09/03/1988
Hepatitis B | YES | 1 | 06/03/1998 | 06/03/1998 | 06/03/1998
Varicella | Series Immune
Influenza | YES | 1 | 10/01/2005 | 10/01/2005 | 10/01/2005
Waivers/Titers | Date | Reason
Varicella | 02/01/1999 | Immunity
Take off Roster
Unlock Person
Reassess Person

1. The Immunization Status page provides an alternate overview of the person's immunization status other than shown on the General Information screen.

2. In the Administered box, the MCIR identifies vaccines that can be given today, what dose is due, and the accelerated, recommended and overdue dates. Whenever possible, follow the "Recommended" schedule for administering shots.

3. The colored status box, located on the right next to the DOB and Age indicates the following:

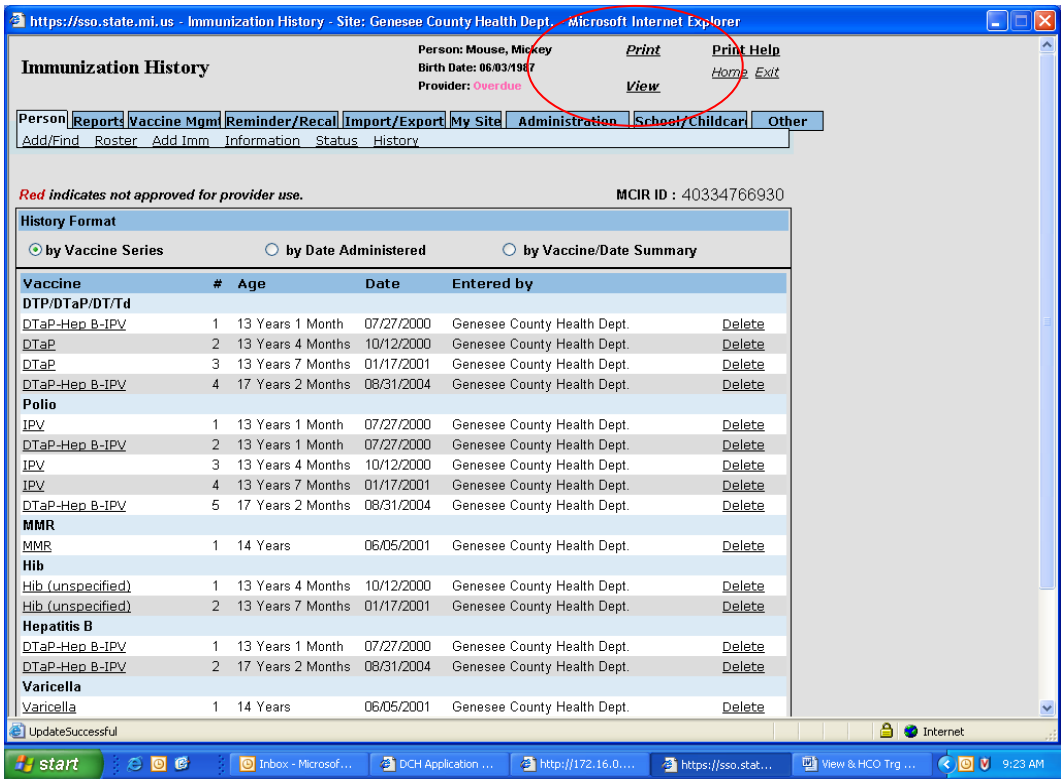
- **Pink** - shots are overdue and should be administered today if possible
- **Yellow** – the person is eligible to receive shots based on the accelerated date (follow recommended dates whenever possible)
- **Blue** - shots are up-to-date, review recommended dates for future doses

4. **Reported Vaccine Non-Administrations** are found at the bottom of the page. Reasons for not providing vaccinations are viewed here, such as waivers, a child/family member condition, or a positive titer/documented immunity to Varicella, Hepatitis B, Mumps, Measles and Rubella.

The Immunization History Page

The Immunization History Screen provides a review of a person's shot history.

1. Review this page prior to giving vaccinations, as well as prior to entering shot histories into the MCIR. By doing so, this may avoid over-immunizing a person, as well as entering duplicate shots that already exist in the registry.


https://sso.state.mi.us - Immunization History - Site: Genesee County Health Dept. - Microsoft Internet Explorer
Immunization History
Person: Mouse, Mickey
Birth Date: 06/03/1987
Provider: Overdue
Print
View
Print Help
Home Exit
Person Reports Vaccine Mgmt Reminder/Recall Import/Export My Site Administration School/Childcare Other
Add/Find Roster Add Imm Information Status History
Red indicates not approved for provider use.
MCIR ID : 40334766930
History Format
by Vaccine Series
by Date Administered
by Vaccine/Date Summary
Vaccine # Age Date Entered by
DTP/DTaP/DT/Td
DTaP-Hep B-IPV 1 13 Years 1 Month 07/27/2000 Genesee County Health Dept. Delete
DTaP 2 13 Years 4 Months 10/12/2000 Genesee County Health Dept. Delete
DTaP 3 13 Years 7 Months 01/17/2001 Genesee County Health Dept. Delete
DTaP-Hep B-IPV 4 17 Years 2 Months 08/31/2004 Genesee County Health Dept. Delete
Polio
IPV 1 13 Years 1 Month 07/27/2000 Genesee County Health Dept. Delete
DTaP-Hep B-IPV 2 13 Years 1 Month 07/27/2000 Genesee County Health Dept. Delete
IPV 3 13 Years 4 Months 10/12/2000 Genesee County Health Dept. Delete
IPV 4 13 Years 7 Months 01/17/2001 Genesee County Health Dept. Delete
DTaP-Hep B-IPV 5 17 Years 2 Months 08/31/2004 Genesee County Health Dept. Delete
MMR
MMR 1 14 Years 06/05/2001 Genesee County Health Dept. Delete
Hib
Hib (unspecified) 1 13 Years 4 Months 10/12/2000 Genesee County Health Dept. Delete
Hib (unspecified) 2 13 Years 7 Months 01/17/2001 Genesee County Health Dept. Delete
Hepatitis B
DTaP-Hep B-IPV 1 13 Years 1 Month 07/27/2000 Genesee County Health Dept. Delete
DTaP-Hep B-IPV 2 17 Years 2 Months 08/31/2004 Genesee County Health Dept. Delete
Varicella
Varicella 1 14 Years 06/05/2001 Genesee County Health Dept. Delete
UpdateSuccessful
Internet
start
9:23 AM

2. In reviewing a person's shot history, verify that all shots were given correctly. If duplicate shots or errors are found, notify the Help Desk for assistance.

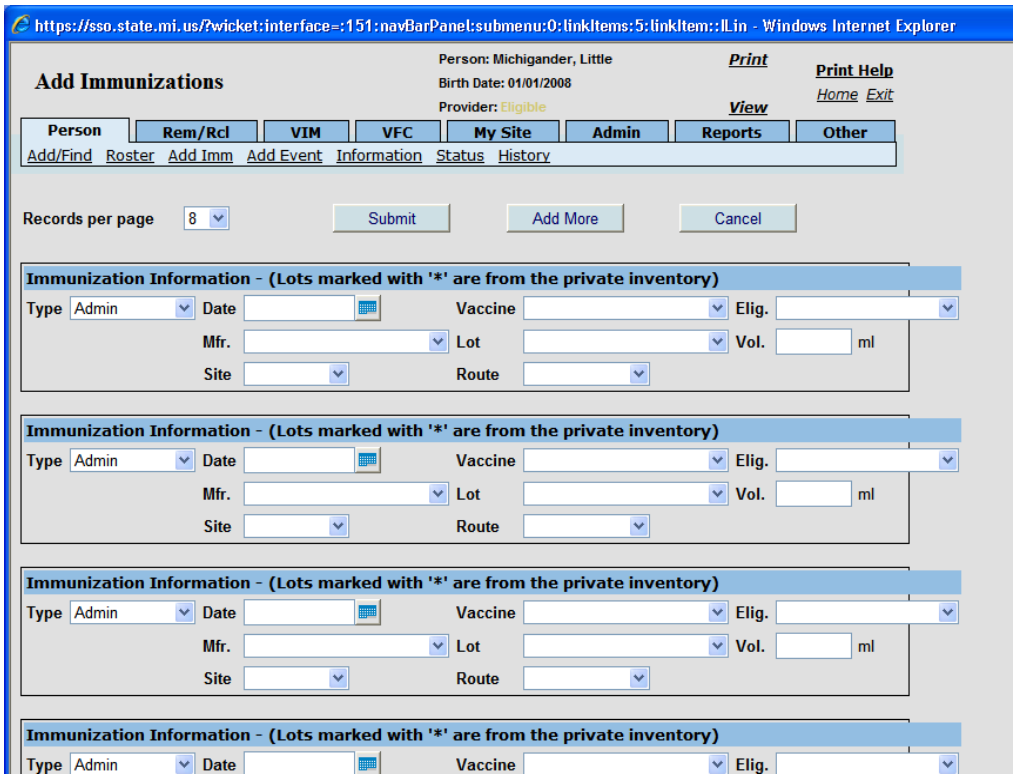
3. Histories may be reviewed by *Vaccine Series, Date Administered*, or as *Vaccine/Date Summary*. *Vaccine Series* is recommended, allowing you to see the exact type of vaccine given in the past (example: Pedvax vs. HibTITER).

4. If shot information you have entered is incorrect, the MCIR will allow you to Edit or Delete that information (shots you put in will be underlined). You will not be able to edit or delete shots entered by another provider.

5. To print the shot record, click ***Print*** at the top of the page (for users with Adobe Reader 5.0 or higher) or use the ***View*** link to view the page before printing and to select the type of print-out. Standard practice is to print all shot records without the address.

Adding Immunizations

1. To add immunizations, click on the Add Immunizations link in the person tab at the top of the page.
   The Add Imms screen defaults to either No Inventory or Admin (for administered dose from a MCIR inventory). Other choices are included in the drop down.



MCIR Shot Type Options and Definitions:
- **Admin**: Recording current administrations from your current MCIR inventory, if applicable
- **No Inventory**: Recording your past and current non-MCIR inventory administrations
- **Titer/Immunity**: Recording positive titer/documented immunity
- **Non Admin**: Recording reasons for non-administration
- **Historical**: Recording immunization data from another provider

2. To document administered doses, click in the date field and type in the appropriate date of vaccine administration (MCIR will add the / between month/date/year).

3. Tab over to the Vaccine drop down box and choose the correct vaccine.

4. Tab over to the Vaccine Eligibility drop down box and choose the child's insurance eligibility status. **This is especially important for Vaccines For Children (VFC) participating offices, the top four eligibilities, shown below, are the only appropriate choices for VFC vaccine stock.**

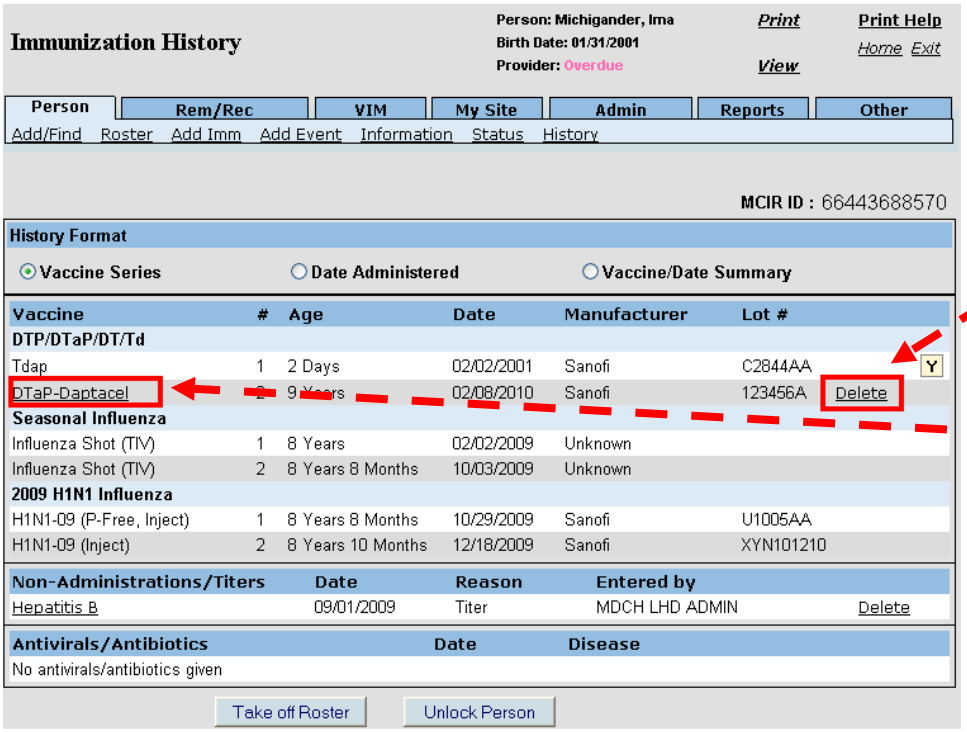
5. Tab to the manufacturer drop down to choose the appropriate manufacturer.

6. Tab to the Lot number drop down to choose the lot number, the dose will be deducted from the inventory. Choose lot numbers followed by an asterisk if the dose eligibility is other than VFC. All lots that do not have the asterisk listed will be deducted from the VFC inventory.

7. Click Add More to continue entering shots on additional pages, and the Submit button to finish.

Editing Immunizations

You may edit or delete an immunization that was entered by your provider site. If your site entered a vaccine, you will see both a:

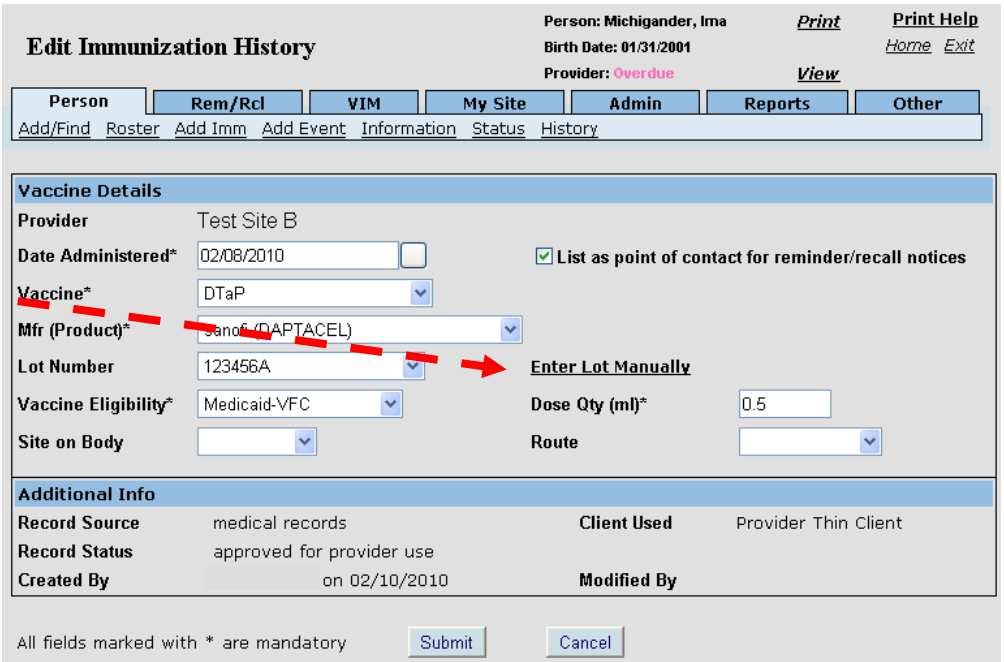

Immunization History
Person: Michigander, Ima
Birth Date: 01/31/2001
Provider: Overdue
Print
View
Print Help
Home Exit
Person Rem/Rec VIM My Site Admin Reports Other
Add/Find Roster Add Imm Add Event Information Status History
MCIR ID : 66443688570
History Format
Vaccine Series
Date Administered
Vaccine/Date Summary
Vaccine # Age Date Manufacturer Lot #
DTP/DTaP/DT/Td
Tdap 1 2 Days 02/02/2001 Sanofi C2844AA
DTaP-Daptacel 2 9 Years 02/08/2010 Sanofi 123456A Delete
Seasonal Influenza
Influenza Shot (TIV) 1 8 Years 02/02/2009 Unknown
Influenza Shot (TIV) 2 8 Years 8 Months 10/03/2009 Unknown
2009 H1N1 Influenza
H1N1-09 (P-Free, Inject) 1 8 Years 8 Months 10/29/2009 Sanofi U1005AA
H1N1-09 (Inject) 2 8 Years 10 Months 12/18/2009 Sanofi XYN101210
Non-Administrations/Titers Date Reason Entered by
Hepatitis B 09/01/2009 Titer MDCH LHD ADMIN Delete
Antivirals/Antibiotics Date Disease
No antivirals/antibiotics given
Take off Roster
Unlock Person

- Hyperlink under the Vaccine name, and a
- Delete link to the far right of the vaccine.

To delete the vaccine, Click the Delete link.

To edit the vaccine information, click on

The **Enter a Lot Manually** link indicates that a lot was entered via a drop down list of lot numbers in MCIR. Clicking this link allows you to type the lot number manually if the lot is not required to deduct from an inventory.
Note: Lot numbers typed manually will not be deducted from the MCIR inventory.



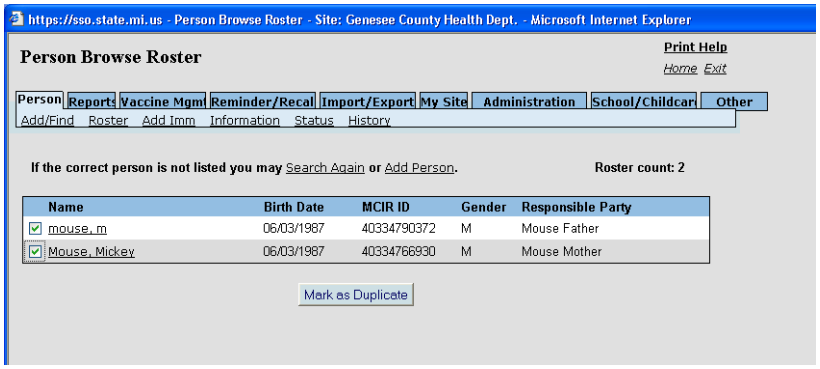
Shots entered by a site other than your own must be edited by the regional office. Please fill out a Petition for Modification form for this type of edit.

Forced Merge for Duplicated MCIR Records

When search results show two possible duplicated records on the same person you can do the following.

1. Check the box next to both people's names

2. Click "Mark as Duplicate." This will send the duplicated records to the Regional MCIR Office to be merged into one file.



3. If there is a name and/or date of birth change call the Regional Office to let them know what name/birth date to keep. The Regional Office will know what site the records came from should they need to contact the site for any additional information before merging the files together.